



PUEBLO OF LAGUNA
P.O. Box 194
LAGUNA, NEW MEXICO 87026

Access Permit Standard Operating Procedures	
Date of Creation: March 24, 2012	Amendment History : Version 1 of 1

**INTRODUCTION AND HISTORY OF THE ACCESS PERMIT
STANDARD OPERATING PROCEDURE (SOP):**

In accordance with the Pueblo of Laguna Constitution, Article IV, Section 2(a), Specific Powers, the Powers of the Pueblo Council includes the ability to execute leases, contracts and permits. The Pueblo of Laguna Code, Section 12-6-1, Statement of Purpose, Pueblo Land, specifies that all Pueblo land is reserved for use by Pueblo members pursuant to Pueblo law, custom and tradition, unless consent to use the land is authorized by the Pueblo Council, Pueblo law or tradition and the authorized use is set forth in an approved easement, right-of-way, lease, license, use agreement, access permit, business agreement or such other appropriate document. Customarily, past governors of the Pueblo of Laguna have granted access permits, providing authorization to enter the Pueblo of Laguna, where appropriate. It is implicit that the Pueblo of Laguna Council, having the power to execute access permits, can delegate those powers. On January 30, 2012, because the Pueblo Council desired to maintain operational efficiency to improve and streamline the Pueblo's processes, and to avoid delays in managing access permit authorizations, the Council directed and authorized the Governor of the Pueblo of Laguna to approve appropriate access permits within the exterior boundaries of the Pueblo of Laguna, regardless of whether the lands are owned in fee, held in trust by the United States for the Pueblo, or otherwise held, in the following circumstances:

- No payment is exchanged in the transaction, unless the Access Permit is accompanied by appropriately approved documentation;
- The time limit of the access permit is less than one year;
- The access permit is a written authorization signed by the Governor; and
- The access permit authorization includes information regarding the entity authorized to access Pueblo lands, purpose of the access, the

general location of the access, the duration of the permit, and any other information that the Governor deems necessary.

The January 30, 2012 Resolution 05-12, attached hereto as Attachment A, provided also that the Pueblo of Laguna Council authorized and directed the Governor to take any actions necessary and execute all documents required to approve access permits within the Pueblo of Laguna for sixty (60) days, during which time the Governor's Office would consult with the Mayordomos Association to develop the Standard Operating Procedures. On March 24, 2012, the Pueblo Council, approved a ninety (90) day extension of the Governor's ongoing authorization of Access Permits, accompanied by the SOPs, to allow the Government Affairs Office to complete the collaborative document. On May 31 2012, the Mayordomo's Association approved the SOP and Access Permit form. A condition is added to the Access Permit process: If the location at issue lies within the recognized jurisdictional boundaries, the Staff Officer or Mayordomo must have approved the Access Permit, unless the Pueblo Council has assumed jurisdiction over the land pursuant to Pueblo Code."

PURPOSE:

The purpose of the Access Permit SOP is to describe the procedures utilized within the Pueblo of Laguna for granting Access Permits within the delegation of authority granted by the Pueblo Council.

PROCEDURE DESCRIPTION:

Except in the case of Hunting Access Permits, which shall be managed according to the current Council approved Hunting Proclamation, all inquiries and requests for access permits on the Pueblo of Laguna shall be directed to the Pueblo of Laguna Government Affairs Office (GAO). The GAO office shall make a determination regarding whether additional legal instruments are required to facilitate the Access Permit request. The GAO office shall prepare the Access Permit on the form attached as Attachment B, and shall prepare such documents. Where necessary, the GAO shall consult with the appropriate department directors. The requestor and recipient of the Access Permit pursuant to this Standard Operating Procedure is the "Permittee." Upon receipt of a fully executed Access Permit, the GAO shall share the Access Permit with all appropriate Pueblo departments, agencies, and entities.

Where the request for access lies within one of the villages of the Pueblo of Laguna:

The GAO office shall refer the permit request to the Staff Officer of that village. The Staff Officer shall present the permit request to the Mayordomos of the village, and obtain information whether the Access Permit shall be approved, approved with conditions, or denied. All conditions of approval shall be noted on the Access Permit, and all access pursuant to the Access Permit shall be based on the conditions noted. If the village officials deny the Access Permit request, such denial shall be noted upon the face of the Access Permit. The Governor may sign the Access Permit only upon receiving written and signed notification from the village that the Access Permit is approved. The Governor's office/Government Affairs Office shall ensure that the Permittee signs and dates the Access Permit. The Access Permit is effective only when fully executed by all parties. The Governor's Office shall forward a copy of the signed permit to each of the following: The requestor, the Police Department/Range Compliance Officers, appropriate Pueblo of Laguna entity, the Secretary of the Pueblo, and the Government Affairs Office.

However, where the Pueblo has granted use or consent to use the land is authorized by the Pueblo Council, Staff Officers, Pueblo law or tradition and the authorized use is set forth in an approved easement, right-of-way, lease, license, use agreement, access permit, business agreement or such other appropriate document, the Access Permit shall be forwarded directly to the Governor for signature. After the Governor has signed the document, it shall be forwarded to the Secretary of the Pueblo and the Government Affairs Office. The Secretary of the Pueblo shall provide a copy of the signed Access Permit to the appropriate village official.

Where the request for access lies outside the boundaries of the villages of the Pueblo of Laguna:

The GAO shall refer the document and all other legal paperwork necessary to the Governor. Upon the Governor's approval, the Governor's office shall ensure that the Permittee signs and dates the Access Permit. The Access Permit is effective only when fully executed. Regardless of whether the Access Permit is granted or denied, the Governor's Office shall forward the Access Permit document to the Secretary of the Pueblo for recording and filing. The Governor's Office shall also forward a copy of the signed permit to each of the following: The requestor, the Police Department/Range Compliance Officers, applicable Pueblo of Laguna entity, the Secretary of the Pueblo, and the Government Affairs Office.

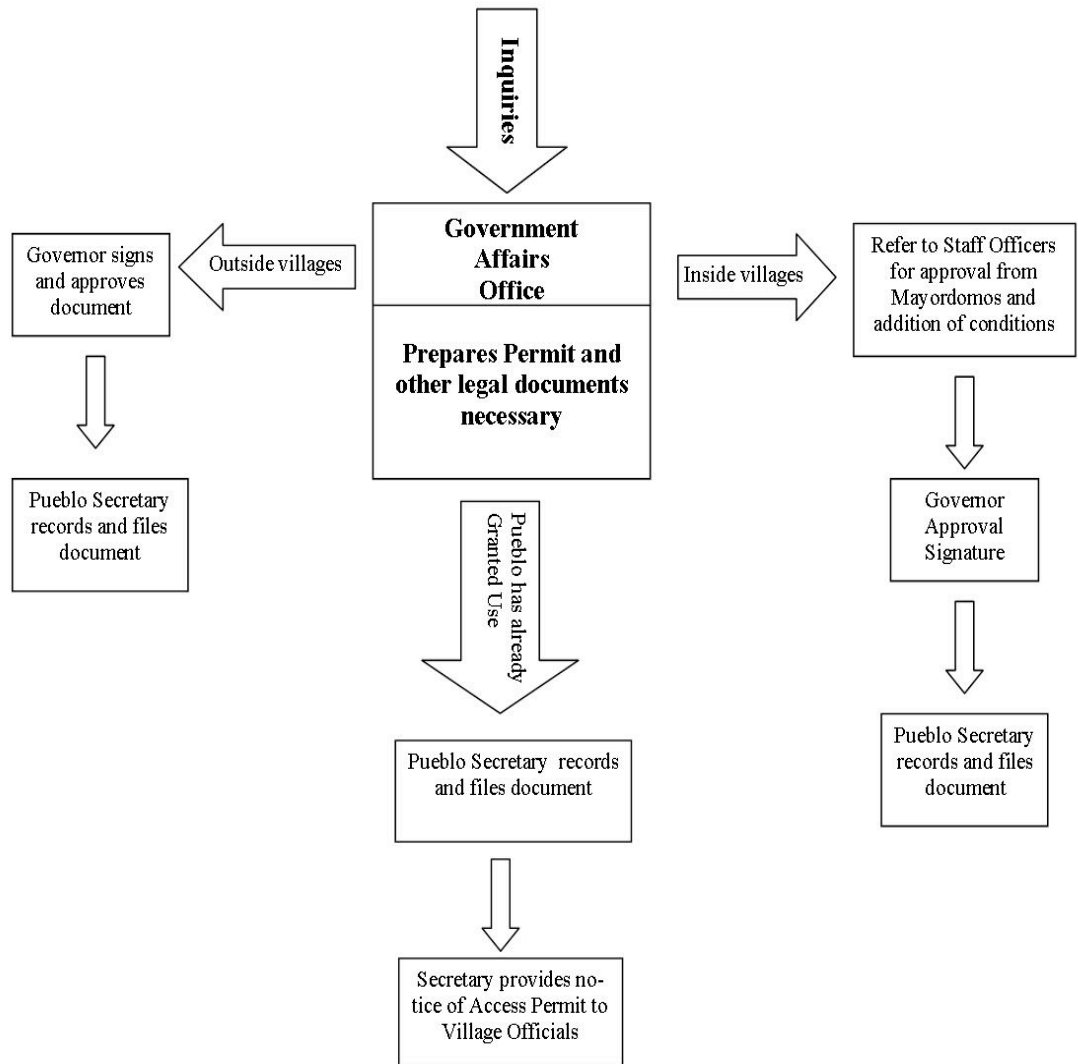
Signatories:

The Governor may delegate authorized signatories during his absence or unavailability. Standing designated signatories are the Pueblo Secretary's Office and the Pueblo Treasurer.

Records:

The Pueblo Secretary's Office shall record all Access Permit applications, and whether the applications were denied or approved. The Pueblo Secretary's Office shall also maintain a log of all Access Permits granted and denied.

Access Permit Flow Chart



* References in this diagram to "Governor" include Governor's designee.